

## **ADDITIONAL STEPS FOR VERIFICATION OF POTENTIAL DUPLICATE RECORD PAIRS (CIRN MPI/PD-enabled Sites)**

Patch RG\*1\*6 includes special processing routines that allow the Duplicate Record Merge (XT\*7.3\*23) tool to run at a site with Clinical Information Resource Network - Patient Demographics and Master Patient Index (CIRN PD/MPI) version 1.0 installed.

RG\*1.0\*6 and XT\*7.3\*49 (the Duplicate Record Merge patch) must both be installed in order to take advantage of this new functionality. For existing CIRN PD/MPI 1.0 sites, patch RG\*1.0\*6 should be installed immediately after XT\*7.3\*49. For all other sites, RG\*1.0\*6 will be installed as part of your CIRN PD/MPI installation weekend. All fields on the MPI node of the PATIENT (#2) file, the TREATING FACILITY LIST (#391.91) file, and the SUBSCRIPTION CONTROL (#774) file are addressed.

When a pair of records is verified as duplicates, the direction of the merge is selected, creating a "FROM" record and a "TO" record. The special processing routines assure that the correct data is in the "TO" record and removes the data in the "FROM" record, preventing fields from being overwritten. The treating facilities and subscriptions are merged so that all treating facilities and subscribers are associated with the "TO" record and files pointing to the "FROM" record are removed.

**To avoid a record being removed from the merge due to exceptions, follow the steps listed below while reviewing a potential duplicate record pair for verification.**

### **1. Check for National Integration Control Number (ICN):**

- If both records in the potential duplicate pair have a national ICN assigned to them, this must be resolved before a merge can be done on the pair.
- To identify whether or not the ICN is a national number, look at the first three digits. If the first three digits are equal to your site station number, it is a local ICN; otherwise, it is a national ICN.
- To resolve a pair with two national ICNs assigned, first determine which record will be the "FROM" record for the merge. Inactivate that record from the MPI using the Inactivate Patient from MPI [MPIF PAT INACT] option on the Master Patient Index Menu [MPIF VISTA MENU].
- If the record is shared with other sites, it cannot be inactivated. Enter a National Online Information System (NOIS) call for the Master Patient Index/Patient Demographics (MPI/PD) team to resolve.
- When entering a NOIS, include the ICNs and indicate which record is the "FROM" record in the information given.
- If a pair goes through the merge with both records having national ICNs, a "Cannot Merge Duplicate Pair" exception message will be sent to the RG CIRN DEMOGRAPHIC ISSUES mail group. The exception must then be resolved using the steps outlined above.

### **2. Check the CIRN Master of Record (CMOR)**

- If either record of the potential duplicate record pair has a CMOR assigned that is NOT your local site, this must be resolved before a merge can be done on the pair.
- To resolve a non-local CMOR, use the New CMOR Change Request [MPIF NEW REQUEST] option on the CIRN Master of Record (CMOR) Request [MPIF CMOR MGR] menu to request to be the CMOR for that patient.
- When the CMOR change is accepted and updated to your local site, you can approve the pair for merging.
- If a pair goes through the merge with a CMOR assigned that is other than your site, a "Cannot Merge Duplicate Pair" exception message will be sent to the RG CIRN DEMOGRAPHIC ISSUES mail group. The exception must then be resolved using the steps outlined above.

### **Data Dictionary Changes:**

The "Cannot Merge Duplicate Pair" entry, Internal Entry Number (IEN) 233 was added to the CIRN HL7 EXCEPTION TYPE (#991.11) file.